

Army Reserve



Finance Guide For Mobilizing Soldiers



Twice the Citizen, United States Army Reserve Command
Revised August 2007



Telephone Numbers: COM (608) 388-5618/5615/6466/5699
DSN Prefix 280., Toll Free In the U.S. Only 1-877-462-7782
E-mail: usarcpayinquiry@usar.army.mil





The Army Reserve Finance Guide For Mobilizing Soldiers

August 2007

Prepared by
The Army Reserve
United States Army Reserve Command
USAR Pay Management Division (ARRC-COO)
1401 Deshler Street SW
Fort McPherson, GA 30330-2000
<http://www.armyreserve.army.mil/arweb/>
1-800-359-8483



ARMY RESERVE
It's not your everyday job.

Table of Contents



CHAPTER 1

RESPONSIBILITIES

1. Leader Responsibilities	1
2. Soldier Responsibilities	1

CHAPTER 2

MILITARY PAY INFORMATION

1. Army Reserve Soldier Status	7
2. Pay Systems	7
3. Pay and Allowances	8
4. Benefit and Waiver Status	9
5. Base Pay	10
6. Entitlements	10
7. Special/Incentive Pays	14
8. Combat Zone Tax Exclusion (CZTE)	15
9. Bonus Entitlement	15
10. Thrift Savings Plan (TSP)	15
11. Savings Deposit Program (SDP)	17
12. Dependent Support Allotment	17
13. Leave	18
14. Service Members Group Life Insurance	19
15. Combat Service Members Group Life Insurance	19

CHAPTER 3

THE MOBILIZATION/DEMOBILIZATION PROCESS

1. Home Station Processing	21
2. Mobilization Station Processing	22
3. Deployment Site	22
4. Demobilization Station Processing	23
5. Post-Demobilization Home Station Processing	23

Table of Contents



CHAPTER 4

TRAVEL PAY INFORMATION

1. Travel Pay is Important	24
2. Travel Advances	25
3. Travel Vouchers	26
4. Mandatory Split Disbursement	29
5. Travel Voucher Submission	29

CHAPTER 5

GOVERNMENT TRAVEL CHARGE CARD

1. Travel Charge Card Application	30
2. Using the Government Travel Charge Card	30
3. Protecting Yourself Against Credit Card Fraud	32
4. Paying the Travel Charge Card Bill	32

BE READY, BE PROUD 34

APPENDIX A

LEAVE AND EARNINGS STATEMENT (LES)	36
------------------------------------	----

APPENDIX B

REQUEST FOR TDY TRAVEL ADVANCE	42
--------------------------------	----

APPENDIX C

COMPLETING A TRAVEL VOUCHER	43
-----------------------------	----

APPENDIX D

FINANCE POINTS OF CONTACT – PAY INQUIRIES	49
---	----

APPENDIX E

WEB SITES WITH USEFUL MOBILIZATION INFORMATION	51
--	----



Chapter 1

1. Leadership Responsibilities

Squad leaders, first sergeants, unit commanders, and others throughout the Chain of Command, must ensure that they, and each of their Soldiers, are familiar with the information in this guide. Leaders must be prepared to assist their Soldiers with any financial questions or issues they have.

2. Soldier Responsibilities

a. Read This Guide

Use this guide to understand how your pay works, and feel free to ask questions or ask for help with pay issues.

b. Keep Your Records Updated

Information from your records will be used to determine what you are paid, see military pay entitlements section.

- 1) Home address and phone number.
- 2) Servicemen's Group Life Insurance (SGLI) and Family Servicemen's Group Life Insurance (FSGLI).
- 3) Changes in dependency- marriage, divorce, children.
- 4) Current bank account information.

c. Keep The Following Important Documents with You Throughout Your Mobilization *Never give anyone your last copy!*

- 1) ALL orders issued to you.
- 2) Marriage certificate/dependent birth certificates.
- 3) Current lease/mortgage agreements.
- 4) All of your financial documents received during mobilization to include all Leave and Earning Statements (LESSs) and DA 31s (Leave forms).
- 5) All travel vouchers and receipts submitted.
- 6) Child support and other legal documents.



d. Arrange to Pay Your Bills

You are paid while mobilized by the Reserve Pay System, DJMS-RC. DJMS-RC cannot issue allotments to pay your bills automatically. Use one, or a combination, of the following methods to pay your bills while you are away from home:

- 1) Joint Account – Having your direct deposit check sent to a joint checking account will allow someone you trust to pay your bills.

Advantage ... An excellent means to easily pay bills and provide funds for your family.

Disadvantage ... Difficult to ensure funds are not overdrawn when two individuals are withdrawing money out of the same account.

- 2) Two Separate Accounts – Send your pay to your account, and have the financial institution transfer a pre-determined amount into the account of a person you designate (and trust) to pay your bills.

Advantage ... Another excellent way to pay bills and provide money for your spouse without the possibility of overdrawing an account shared by the both of you.

Disadvantage ... You may have to pay two separate account maintenance fees.

- 3) Have your bank establish automatic payment options directly out of your checking or savings account to pay your bills.

Advantage ... Timely payment of bills and excellent accountability of your bank transactions..

Disadvantage ... Your financial institution may charge a fee.

- 4) Arrange for the company (mortgagee, utility, etc.) to debit your direct deposit account for any money you owe them.

Advantage ... Another excellent way to pay bills automatically. If the company fails to make the withdrawal as previously agreed, they cannot assess a late fee for late or non-payment (however, funds must be available on date of attempted withdrawal).

Disadvantage ... If you are not due pay, or if your direct deposit stops for any reason, the company can assess a late fee and the financial institution can assess an insufficient funds fee. Also, if the payment is not the same amount each month you may not know how much the company withdrew until you can check your account information.



e. Obtaining Cash While Deployed

You may have access to cash either through the use of an automated teller machine (ATM) or check cashing facilities. You must be prepared for either option.

- 1) Obtain an ATM card for your checking/savings account.
- 2) Bring checks
- 3) You may receive a Casual Pay (CP), which is designed to give Soldiers money earned on an entitlement that has yet to be paid. If you receive a CP, the entire amount will be collected from your next available pay. Ideally, the entitlement will pay at the same time the CP is deducted so that you are not short pay for the pay period.

f. Financial Assistance

If you experience financial hardship while mobilized and need help with your household, food, or other family related expenses, financial assistance is available through the Red Cross or Army Emergency Relief (AER). Soldiers on active duty for a minimum of thirty days may be eligible to receive an interest free loan or a monetary grant. Information on this assistance can be found at:

<http://www.redcross.org/> and <http://www.aerhq.org/>

g. Get Your Legal Affairs in Order

- 1) Consult with your unit legal advisor concerning any legal needs you may have and obtain general or special powers of attorney if necessary. A special power of attorney is required for the Savings Deposit Program (must specify).
- 2) Understand the Soldiers and Sailors Relief Act. You may be able to temporarily reduce interest rates on mortgages and debts

h. Use myPay

This Web-based system provides the ability to do the following:

- 1) View/Print your LES
- 2) Get a Restricted Access PIN for your spouse to view your LES
- 3) Print your W-2
- 4) Change your Direct Deposit/Electronic Funds Transfer (EFT) information
- 5) Make federal and state tax changes
- 6) Make changes to your Thrift Savings Plan (TSP)
- 7) View/print your Travel Advice Of Pay
- 8) Make mailing address changes

Responsibilities



- 9) Make e-mail address changes
- 10) Change your travel direct deposit information

Changes made in myPay update your pay account within 1-2 days.

i. Enroll in myPay:

<https://myPay.dfas.mil/myPay.aspx>



- 1) Go to the myPay web site and select **NEW PIN** under the **NEED A NEW PIN** option.
- 2) myPay will create a random temporary PIN for you and mail it to the address on your pay account or if you have an AKO, DFAS, Air Force or Navy email address, myPay will email your new PIN to you.
- 3) The first time you sign on to myPay with your new PIN, you will have to create a customized PIN of your choice.
- 4) To enroll, fax or mail the following information to DFAS:

Name
SSN
Copy of your government photo ID
Daytime phone number
Signature

Fax to: (216) 522-5800

Or mail to:

DFAS-Cleveland/PMCAA
Attention: myPay
1240 East 9th Street
Cleveland, Ohio 44199

j. Reset myPay PIN Online

Responsibilities



1) If your PIN is suspended, enter your SSN where indicated and any 4-8 numeric digits in the PIN field once. Follow the screen instructions to establish a new customized PIN by entering the desired new PIN twice and by correctly responding to the identity validation questions.

2) If your PIN is not suspended, but you do not remember the PIN, enter any 4-8 numeric digits in the PIN field three (3) times. This will suspend the account. Follow the screen instructions on how to establish a new customized PIN online. You must enter the desired new PIN twice and correctly respond to the identity validation questions.

NEVER SHARE YOUR myPay PIN WITH ANYONE!

If someone else gets your PIN, they can make changes to your pay account including where your military pay is sent.

k. Establish an Army Knowledge Online (AKO) Account

To establish an AKO account go to:

<https://www.us.army.mil/suite/login/welcome.html>



Chapter 2

1. Army Reserve Soldier Status

a. Ready Reserve Soldier

Ready Reserve includes Individual Ready Reserve (IRR), Individual Mobilization Augmentees (IMA), Retired Reserves (RR) and Troop Program Unit (TPU) Army Reserve Soldiers. Army Reserve Soldiers serve under a statutory or contractual obligation and are mobilized under Title 10 of the U.S. Code.

b. Active Guard and Reserve (AGR)

AGR Soldiers are full-time Army Reserve personnel (Title 10) performing duties that support the Army Reserve. AGR Soldiers are paid on and will remain on the active component pay system. AGR Soldiers should not receive a DD Form 214, nor be separated, upon return from deployment .

c. Army Reserve Military Technicians

Army Reserve Military Technicians are federal civilian employees who must be a member of the Army Reserve as a condition of their employment. They provide full-time support for administration, training, and maintenance in Army Reserve organizations/units. Army Reserve Military Technicians have the same obligation as any other Ready Reserve Soldier.

2. Pay Systems

The following are the different pay systems that support the Army Reserve:

a. Defense Joint Military Pay System-Active Component (DJMS-AC)

This system is used to pay Active Army and AGR Soldiers. DJMS-AC supports allotments of pay. Once loaded onto this system, a Soldier automatically is paid every month until separation. Pay dates are the 1st and 15th of the month. A LES is generated for each pay date. If payday falls on a weekend or federal holiday, then payday is the last business day prior to the 1st or the 15th.

b. Defense Joint Military Pay System-Reserve Component (DJMS-RC)

This system is used to pay Ready Reserve Soldiers for weekend training, AT, and all other periods of active duty to include mobilization. Unlike DJMS-AC, some type of transaction must be input in order for the system to generate pay. This system does not support allotments of pay.

Military Pay Information



DJMS-RC has multiple pay dates (up to eight possible) each month. Each payment generates an LES that contains the information that applies to the specific payment. Unlike DJMS-AC, the DJMS-RC end of month LES is not a summary LES for the month. While mobilized, Soldiers typically receive pay and an LES on the 1st and 15th of each month. If a new entitlement begins, or a one-time payment or adjustment is entered for a pay date other than the 1st or 15th of the month, there will be another LES generated for that payment.

For example:

<u>Transaction Date</u>	<u>Transaction</u>	<u>LES Generated</u>
1 Sep	Mobilized	NO
15 Sep	Mid-month pay	YES
1 Oct	End-of-month pay	YES
15 Oct	Mid-month pay	YES
17 Oct	Back Pay for BAH input	YES
1 Nov	End-of-month pay	YES

In the example above there were three LESs in October. To get an accurate picture of what you have been paid you need to have every LES generated. Make sure you save copies of all LESs received during mobilization.

3. Pay and Allowances

Military pay and allowances are established by law. Congress votes annually on types and amounts of pay. You should be familiar with the types of pay you are entitled to during mobilization. Here are some sources of information:

a. Department of Defense Financial Management Regulation Volume 7A, Military Pay Policy and Procedures- Active Duty and Reserve Pay (DODFMR Vol. 7A)

This regulation outlines the rules for military pay and entitlements and can be found online at:

<http://www.dod.mil/comptroller/fmr/>

b. Current and past pay scales:

<http://www.dod.mil/dfas/militarypay.html>

c. Basic Allowance for Housing (BAH) rates for grade and zip code:

<https://secureapp2.hqda.pentagon.mil/perdiem/>

d. Leave and Earnings Statements:

http://www.dod.mil/dfas/militarypay/newinformation/Reserve_Guard_LES_Guide.pdf



4. Benefit and Waiver Status

US Code Title 38 - Pension, Bonus and Veteran's Relief (3.654 Active Service Pay) requires stopping of pension, compensation and retirement pay when individuals receive active duty pay.

A Soldier may not be paid active duty pay for the same dates that they are receiving military retirement, Veteran's Administration (VA) benefits, or disability compensation.

Soldiers in these categories must inform Finance personnel of their status during Soldier Readiness Processing at Home Station and the Mobilization Station.

a. Soldiers receiving VA benefits or disability compensation:

1) You must submit a VA Form 21-8951-2 (Declaration of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances) to your regional VA office.

2) For assistance or information you should contact the VA Customer Assistance at their Toll-free phone number: 1-800-827-1000, or visit the VA web site: <http://www.va.gov>

b. Soldiers receiving Military Retirement Pay:

1) You must complete a DA Form 3053 (Declaration of Retired Pay and Benefits Received and Waivers) and mail it to:

[DFAS Cleveland, PO Box 99191, Cleveland, OH 44199-1126](#)

2) You should notify the DFAS Retired Pay Section of your status change and for additional information about your retirement pay by calling their Toll-free number: 1-800-321-1080. The website for the Retired Pay Branch is:

<http://www.dod.mil/dfas/retiredpay.html>



5. Basic Pay

Your pay is based on your pay grade and years of service. Base pay is taxable unless you are eligible for the Combat Zone Tax Exclusion. During mobilization, Basic Pay is paid based on a 30-day month.

6. Entitlements

You will be entitled to certain pays based on your status in various categories as described below:

a. Basic Allowance for Housing (BAH)

BAH is a tax free allowance to help defray the cost of private housing. BAH is prorated for partial months. There are several types of BAH, the type you will receive is based on your current pay grade, zip code of your residence at the time of mobilization, whether or not you have dependents and they type of duty you are performing (TCS or PCS). It is critical that you have copies of dependency documents (marriage certificates, divorce decrees, court orders) and your lease or mortgage to ensure that you receive the correct rate of BAH. DA Form 5960 or DD Form 137 are used to request payment of BAH and are substantiated by one of the documents below:

- 1) Married Soldier- BAH type - with dependents (marriage certificate).
- 2) Soldier married to Soldier, both on active duty and no dependents - BAH type - without dependents (marriage certificate with lease/mortgage).
- 3) Soldier married to Soldier, both on active duty and there are dependents. BAH type - one Soldier receives BAH with dependents and one Soldier receives BAH without dependents (birth certificate for with dependents and lease/mortgage for without dependents).
- 4) Soldier without dependents maintaining residence during mobilization (as of mobilization date): BAH type - without dependents (lease/mortgage documents).
- 5) Soldier without dependents not maintaining residence during mobilization (as of mobilization date): BAH type - Partial BAH.
- 6) Single Soldier Paying Child Support. Requires court documents with proof of child support equal or greater than the BAH-Differential rate for the Soldier's rank
 - a. Soldier maintains residence during mobilization (as of mobilization date): BAH type – with dependents (requires lease/mortgage documents).
 - b. Soldier not maintaining residence during mobilization (as of mobilization date): BAH Type – BAH Diff.



7) Single Soldier with dependent child (divorced with physical custody or single parent). BAH type - with dependents (requires birth certificate or/and court documents).

8) Soldier with dependent spouse or child in military housing. BAH type - None. These Soldiers are normally married to an AGR/AC Soldier who is assigned government family housing.

9) Soldier married to Soldier, both are mobilized and assigned to different locations. BAH type - with dependents for both if each Soldier has physical custody of a dependent (requires court documents or proof of physical custody of the dependent children).

b. Basic Allowance for Subsistence (BAS)

BAS is a non-taxable allowance and reflects as "SUBSISTENCE ALWS" on your LES. Officers and enlisted receive BAS. The monthly rates can be found on the web site listed in paragraph 3b. The amount is prorated for partial months.

c. Family Separation Allowance (FSA)

This allowance is for married Soldiers or single Soldiers who have children in their custody at the time of deployment and are involuntarily separated from them for more than 30 consecutive days. This allowance reflects as "FAM SEP ALWS" on your LES. FSA is payable from the first day of separation. The entitlement begins the day of departure from the home station or arrival to mobilization station and stops the day before returning to home station. The monthly rate is \$250.00 and is prorated for partial months. DD Form 1561 is the substantiating document for payment of FSA.

d. Hostile Fire Pay/Imminent Danger Pay (HFP/IDP)

This special pay is commonly referred to as "combat pay" and is payable upon your arrival and departure from a designated combat zone. This pay reflects as "HOSTILE FIRE" on your LES. The monthly rate is \$225.00 and is paid for the entire month, regardless of the number of days you spend in the area. The Finance unit in the Theater of Operations is responsible for initiating payment of HFP/IDP. The flight manifest is the usual substantiating document.

e. Hardship Duty Pay for Location Assignment (HDP-L)

Depending on your deployed location, you may receive \$50.00, \$100.00 or \$150.00 a month in HDP-L. This pay reflects as "HARDSHIP DUTY PAY" on your LES. It is payable from the day of arrival in a qualifying area and stops the day of departure. HDP-L is prorated for partial months. The finance unit in the Theater of Operations is responsible for initiating payment of HDP-L. The flight manifest is the usual substantiating document.



f. Continental United States (CONUS) and Overseas Cost of Living Allowance (COLA)

Mobilized Soldiers may be eligible for either CONUS COLA (taxable), or Overseas COLA (non-taxable), if their primary residence is located in a designated high cost of living area authorized COLA. This allowance helps compensate for the high cost of living in some CONUS and OCONUS areas. This pay reflects as "CONUS COLA" or "OCONUS COLA" on your LES. Both CONUS and overseas COLA begin on the date of mobilization and are prorated for partial months. DA Form 4187 and the mobilization order are the substantiating documents.

g. Overseas Housing Allowance (OHA)

Soldiers, whose primary residence is overseas when mobilized, may be entitled to OHA based on their primary residence location. OHA is a tax free allowance to help defray the cost of private housing overseas and is prorated for partial months. OHA entitlement rules are similar to BAH. DD Form 2367 and the mobilization order are the substantiating documents.

h. Clothing Monetary Allowance (CMA)

CMA helps defray the cost of purchasing replacement uniform items. Soldiers begin accruing CMA after completing 6 months of active duty and continue accruing until release from AD (unless receiving clothing items at no cost). You will receive CMA your 12th month of continuous AD or at the end of your tour (if less than 12 months). If you are on AD for more than 12 months, you will receive CMA at the end of your first year of mobilization and when released from AD.

i. Additional Officer Uniform Allowance

Officers who perform over 90 continuous days of AD are entitled to a \$200 additional officer uniform allowance provided the following criteria is met:

- 1) Officer has not received an initial uniform allowance in excess of \$400 within the two years prior to the start of the AD period.
- 2) Officer did not serve on AD or ADT for over 90 consecutive days during the two years prior to the start of the AD period.

j. Reserve Income Replacement Program (RIRP)

Soldiers who are involuntary ordered to active duty and experience an income differential of more than \$50.00 monthly may qualify for RIRP payments. The differential is defined as the difference between the Soldier's average monthly civilian earned income prior to mobilization (including income from Reserve duty) and the Soldier's monthly military compensation for mobilization. RIRP payments may not exceed \$3,000.00 per month.



- 1) Eligibility requirements include serving on active duty in an involuntary status and:
 - a) Completing 18 consecutive months of active duty, or
 - b) Completing 24 months of active duty during the previous 60 months (60 months shall have begun on or after August 1, 2001), or
 - c) being mobilized for 180 days or more within 180 days of the previous involuntary period of active duty for more than 180 days.
- 2) RIRP terminates when Soldier:
 - a) is released from a qualifying period of active duty, or
 - b) no longer meets eligibility requirements due to changes in total military monthly compensation, or
 - c) has a decrease in income differential to \$50.00 or less, or
 - d) enters a voluntary period of active duty (CO-ADOS, CO-EAD)
- 3) Soldiers can determine their RIRP eligibility by visiting the web site below. Eligible Soldiers must complete a DD Form 2919 and submit the form with required documents to their servicing military personnel office. The personnel office approves the RIRP claim and forwards it to DFAS-IN for payment.

<http://www.dod.mil/ra/>

k. Combat-Related Injury Rehabilitation Pay (CIP)

CIP is payable to Soldiers hospitalized or housed in a Military Treatment Facility (MTF) or facility affiliated with the MTF while rehabilitating from wounds, injuries, or illnesses incurred in a combat operation or combat zone.

Payment is \$430.00 a month less any HF/IDP pay received for the same month. The payment is not prorated for partial months. The Office of the Surgeon General notifies DFAS to initiate CIP. Entitlement begins the month after a Soldier is evacuated from the theater of combat operations and continues until a Soldier is released from the hospital, paid T-SGLI, or 30 days have elapsed since the Soldier was notified of T-SGLI eligibility.



7. Special/Incentive Pays

There are several types of Special/Incentive Pays with different requirements. Some require skill qualifications and some assignment to duty positions. Further guidance on Special/Incentive Pays can be found in the DODFMR Vol. 7A (<http://www.dod.mil/comptroller/fmr/>).

a. Medical Pay

The unit is responsible for submitting the Mobilization Order, and the medical credentials to the AMEDD Special Pay Branch to ensure the Soldiers Special Medical pays are input as applicable.

- 1) The unit must submit a request consisting of the Soldier's mobilization order, Inter-Facility Credentials Transfer and Privileging Brief (ICTPB), documents of previous active duty periods (DD Form 214) and Chronological Statement of Retirement Points (ARPC 249-2-E).
- 2) The request with substantiating documents must be faxed to the AMEDD Special Pay Branch, Office of the Surgeon General at (703) 325-2326, or mailed to them at: 200 Stovall St., Alexandria, VA 22332-0417.
- 3) The phone number for the AMEDD Special Pay Branch is (703) 325-2381.

AMEDD Special Pay Branch, Office of the Surgeon General is responsible to input the Soldier's Additional Special Pay, Variable Special Pay, Board Certified Pay, and Incentive Special Pay, as applicable.

b. Assignment Incentive Pay (AIP)

Effective 15 June 2007, AIP is payable to Army Reserve Soldiers (excluding AGRs) who volunteer under Title 10, USC 12301(d) to extend their current 12 month tour in the Theater of Operations for up to an additional 12 months. AIP is also payable to Soldiers who agree to reassignment to another unit within Afghanistan or Iraq after completing 12 months in the Theater of Operations.

Payment of AIP is initiated by a DA 4187 prepared and certified by the Soldier's chain of command and submitted to the Theater of Operations finance office. The monthly amount of AIP is \$300 for extensions of 3 months or less and \$500 for extensions of 4 -12 months. AIP is prorated for partial months.



- c. The DODFMR Vol. 7A contains guidance on other Special/Incentive Pays

8. Combat Zone Tax Exclusion (CZTE)

While in a designated HFP/IDP location, you may be entitled to CZTE. CZTE excludes all or part of Base Pay, HFP, and other taxable wages from taxes. There are no limitations on the amount of tax exclusion for enlisted and warrant officers. The tax exempt portion of base pay for officers cannot exceed the base pay earned by the Sergeant Major of the Army. HFP is tax exempt for all ranks. You will receive a refund of taxes withheld while in CZTE in the month following the month of withholding (i.e. taxes withheld from October entitlements are refunded in November).

Your federal tax refunds will reflect on your LES as "WITHHELD TAX REF" and state tax refunds as "OTHER CREDITS."

a. Armed Forces' Tax Guide Publication 3

Important tax information concerning CZTE, tax return filing extensions, etc, is found in this publication. This publication can be found at:

<http://www.irs.gov/pub/irs-pdf/p3.pdf>

b. Tax Assistance Telephone Number

You can call the IRS, at 1-800-829-1040 for tax assistance or for answers to questions related to taxes.

9. Bonus Entitlement

Bonus entitlements remain the same while mobilized with one exception. If you reenlist during a month in which you are entitled to CZTE or HFP/IDP, your initial and all future installment payments of the bonus are non-taxable.

10. Thrift Savings Plan (TSP)

The Thrift Savings Plan is a federal government sponsored retirement savings and investment plan that is similar to a corporate "401(k)" plan. A Soldier can elect to invest in one of the five-TSP funds. This investment is based upon a percentage of base pay, incentive pay, special pay, and bonus payments. You may contribute up to the maximum basic pay percentage and up to 100% of all other electives. TSP regulations are published in Title 5 of the Code of Federal Regulations, Parts 1600 to 1690, and are periodically supplemented and amended in the Federal Register.



Open Season rules were rescinded on 1 July 2005. A TSP election can be made at any time and will be effective the first full pay period after the election is recorded. To participate or make changes, a new TSP-U-1 Form must be completed and provided to Personnel for processing. Understand that the full percentage elected will be taken out of the pay you receive while mobilized. For example, an aviator that has elected to have 100% of incentive pay deducted and applied toward the TSP account will have \$112 deducted from his/her pay for a training weekend, but will have \$840 deducted from pay when mobilized. You may change the amount of contribution when you mobilize.

TSP contributions based on earnings while entitled to CZTE will be non-taxable when withdrawn. Interest income earned on all savings is taxable.

TSP elections through myPay

a. Change of Address - Verification of Date of Birth (DOB)

- 1) If you have a change of address, you must use myPay or a TSP-1 Form to change your address listed in your TSP account. Changing your address in Finance and Personnel does not change the address in TSP.
- 2) It is important to verify that your DOB is correct in your TSP account. This can be done through myPay.

b. Start or Change TSP elections - Catch-Up TSP Contributions

- 1) Soldiers can start or change their TSP at any time. Elections can be made via myPay or your supporting Finance Office.
- 2) Catch-Up Contribution is for Soldiers age 50 years or older, mobilized or performing Reserve duty. Catch-up is based upon tax deferred wages. If a Soldier is in a CZTE area, no wages will be taken from the Soldier for catch-up. A Soldier can elect catch-up if taxable wages are available. Soldiers who wish to elect catch-up cannot use myPay. They must submit their election form to their supporting Finance office.

For more information regarding the TSP program, visit:

www.tsp.gov



11. Savings Deposit Program (SDP)

Participation in the SDP is voluntary, however you must be performing duty in a designated combat zone, receiving HFP/IDP, CZTE, to be eligible. Soldiers may contribute up to the \$10,000 maximum of your "unallotted" (net) current monthly pay by cash or personal check. Contact your local finance office or contact the Customer Service number provided, for assistance. Currently, contributions yield 2.5% quarterly interest rate or 10% annual rate.

AGR Soldiers may process DD Form 2558 (Authorization to Start, Stop, or Change an Allotment) to deposit pay into this program. They must check block 10 of DD Form 2558, check "Other," and specify "SDP."

To withdraw your funds, write to: DFAS-CL, ATTN: Code FMCS, 1240 E. 9th St., Cleveland, OH 44199-2055. Your request must include your name, SSN, branch of service and component (RC, or AC for AGR Soldiers), date departed from the combat zone area and bank routing / account number of the financial institution you want the funds deposited or your mailing address for a check. Fax your request to :

(216) 522-6924 or DSN 580-6924

For any questions you may have concerning the SDP, contact the SDP Help Line at:

1-(800) 624-7368 or COMM: (216) 522-6545 or DSN: 580-6545

Soldiers may give a "Special Power of Attorney" to somebody to make deposits and withdrawals on their behalf. This Special Power of Attorney must indicate that deposits/withdraws in SDP is authorized.

12. Dependent Support Allotment

DJMS-RC is not capable of processing allotments; however, Soldiers may request a garnishment be established payable to a dependent if the dependent(s) will suffer extreme hardship without one (e.g. a dependent does not have access to the Soldier's bank account). To request this action, you must provide the mobilization station a memorandum, approved by your commander, certifying that the garnishment is necessary to prevent extreme hardship for your dependent(s). The mobilization site will fax the memorandum to DFAS-Cleveland, Office of the General Counsel, to initiate the payment. The payment will appear on your LES as a garnishment, you must request that it be stopped when you out-process Finance during demobilization.



13. Leave

Soldiers on AD accrue 2.5 days of leave per month while mobilized. In almost all cases, you will use your remaining accrued leave as transition leave prior to being released from active duty. If there is any remaining accrued leave, you will be paid at the rate of 1 day of base pay for each day of accrued leave (minus taxes). Accrued leave paid during contingency operations does not count against the career maximum limit of 60 days leave sold.

Accrued leave earned in a combat zone is non-taxable. It is extremely important that all DA Form 31's be approved, processed by your chain of command, and sent to Finance and that you keep a copy of all your DA 31s. There have been many problems with Soldiers receiving accrued leave payments for leave that was actually taken but never recorded on the Soldier's pay account. Once discovered, the erroneous accrued leave payment will be collected. Be sure to record your leave on your travel accrual voucher, and enclose a copy of your DA Form 31 with your travel packet.

Soldiers who serve in a duty assignment in support of a contingency operation and are denied leave may be authorized to carry forward up to 90 days of leave into the next year (60 days normal leave carry over plus 30 days special leave accrual).

Soldiers who serve in a Hostile Fire/Imminent Danger Area for a continuous period of 120 days or greater may be authorized to retain and accumulate up to 120 days leave. (Note to AGR: Leave in excess of 60 days accumulated under this provision is lost if not used before the end of the third FY after the FY in which the continuous period of service terminated).

Soldiers may be authorized emergency leave for certain situations involving their immediate family. The unit commander is the approval authority and the emergency situation must be verified through the Red Cross. Emergency leave is chargeable.

Soldiers may be authorized Rest and Recuperation (R&R) leave. R&R is a chargeable leave program that authorizes Soldiers ordinary leave away from hostile fire and imminent danger areas. Travel to and from R&R areas is not charged to leave. Chargeable leave starts the day after the Soldier arrives at the aerial port of debarkation and ends the day prior to the Soldiers return to the aerial port of embarkation.

Soldiers who use more leave than they accrue during their mobilization tour will have an excess leave balance when they demobilize. The excess leave will cause a collection of the base pay and allowances for those days.

Soldiers on transition leave are not allowed to perform Inactive Duty for Training (IDT) or other types of Active Duty (AD).



14. Service Members Group Life Insurance Information

Upon mobilization, Soldiers who have previously declined or selected a lesser amount of Service Members Group Life Insurance (SGLI) and/or Family Members Group Life Insurance (FSGLI) are authorized maximum coverage under each program.

a) The Soldier must complete a new SGLI form to request the maximum coverage or to request a lesser amount or decline coverage. Finance will need to input the new coverage for the Soldier.

b) Family Service members Group Life Insurance (FSGLI) also requires the Soldier to complete a request for FSGLI to be input through personnel. This selection should be completed during the Soldier Readiness Processing.

15. Combat Service Members' Group Life Insurance

Effective 1 Feb 06, Soldiers serving in the theater of operation for Operation Enduring Freedom and Operation Iraqi Freedom who have elected SGLI coverage will receive refunds to cover the first \$150,000 of SGLI and the cost of TSGLI. The refund amount (\$3.50) for the first \$50,000 of SGLI coverage is non-taxable. The refund amount (\$7.00) for the remaining \$100,000 of SGLI coverage is taxed. However, the tax is refunded the next month since it qualifies for CZTE.

c. The DODFMR Vol. 7A contains guidance on other Special/Incentive Pays



Chapter 3

There are several stages to the mobilization/demobilization process. It is essential that you know what the phases are, what finance actions will take place, and who is responsible for each phase.

Mobilization

1. Home Station Processing

Units will conduct Soldier Readiness Processing (SRP) at home station for each mobilized Soldier. One function of the SRP is to ensure your pay account is accurate, the other is to start your mobilization pay. It is critical that all Soldiers go through SRP at home station. It is also critical that you have copies of pertinent documentation in your deployment packet and an extra copy to file with your personal records to include:

- **Individual Mobilization Order** (provided by your unit) authorizes payment of mobilization entitlements. Make sure your name, SSN, address are correct on the order.
- **SF 1199A Direct Deposit Form** (obtained from your financial institution, your unit or finance office) Used to start direct deposit or change an existing account. You can use a blank, voided check instead of the SF 1199A if you have a checking account.
- **TD Form IRS W-4 and State Tax Withholding Document** (provided by your unit or finance office) Only required if you wish to change your federal or state tax filing status or to change the number of dependents.
- **DA Form 5960 - DD Form 137** (provided by your unit) BAH authorization and substantiating documents (Marriage License, divorce decree, proof of support and/or copy of your mortgage, lease or "notarized" generic lease)
- **DA Form 4187** (provided by your unit) for CONUS/OCONUS COLA if applicable.
- **SGLV Form 8286 SGLI/Family SGLI 8286A** (provided by the unit or during the SRP) if you want to change your SGLI and/or FSGLI coverage.
- **DD Form 1561** (provided by your unit) for Family Separation Allowance if applicable.
- **DD Form 2367** (provided by your unit) to support OHA if you live overseas.
- **Orders supporting any special or incentive pays.**

Mobilization / Demobilization Process



You are responsible to have all required documents in your possession at the mobilization station. This mobilization process will be smooth if you keep all your documents current at your unit.

If it is determined at home station that you will not deploy to the mobilization station, your mobilization order must be rescinded or revoked to stop payment of your active duty pay. It is very important that you monitor your Leave and Earning Statements (LESSs) to verify that your active duty pay has stopped. If you are overpaid, do not spend the money you erroneously received, it will be collected back once the adjustment is processed through Finance.

2. Mobilization Station Processing

Your processing will continue at the mobilization station. Their finance personnel will review your finance records again, and check your pay account to make sure that all your entitlements were started through input made by your unit. You have an opportunity at this station to make corrections.

If it is determined at the mobilization station that you will not deploy, your mobilization order must be rescinded or you must have an order releasing you from active duty to stop payment of your active duty pay. It is very important that you monitor your Leave and Earning Statements (LESSs) to verify that your active duty pay has stopped. If you are overpaid, do not spend the money you erroneously received, it will be collected back once the adjustment is processed through Finance.

3. Deployment Site

This is where you will perform your mission. You may be at more than one deployment site while mobilized. If you have any pay problems while at your deployment site make your first-line supervisor aware and seek assistance from your unit administrative staff. Most units have a Soldier who acts as a liaison between you and the servicing finance office. The Active Army servicing finance office is responsible for monitoring your pay to ensure all authorized entitlements are paid timely, to include theater specific entitlements. If you have an unresolved pay problem, use your chain of command.

If you have a change in deployment status, i.e. hospital, medical hold, Medical Retention Processing (MRP), convalescent leave, other medical status, or even early return from deployment, it is very important finance is notified. Notification should be made through your pay chain of command. They may require a copy of the order or document putting you into your current duty status to send to finance. This is to prevent overpayment of entitlements.



4. Demobilization Station Processing

You will be released from active duty (REFRAD) and transferred back into an inactive duty status at the demobilization station. Be sure to have copies of all documents that authorized your entitlements, to include all pay and travel documents received while mobilized. Your pay account will be reviewed for accuracy, and any required adjustments will be made. If you have any unresolved pay problems, this is the time to bring them up. Be sure you out-process through Finance and Personnel. The time spent properly out-processing will ensure correct payment of entitlements and avoid errors resulting in future debts.

When you receive your REFRAD order and DD Form 214, you must ensure the information on the documents are correct, especially your name, SSN, duty period, and the leave information.

AGR Soldiers are in a TCS status and do not receive a DD Form 214. If you are an AGR make sure that the demobilization station does not erroneously issue you a DD Form 214. A DD Form 214 will automatically separate an AGR Soldier.

5. Post-Demobilization Home Station Processing

Any remaining pay issues should be resolved while at home station. Pay issues that cannot be resolved at the home station must be elevated by your unit pay administrator and/or commander to the next level in your pay chain of command. Soldiers are encouraged to utilize their pay chain of command to resolve pay issues.

Unless you are an AGR, you will need to provide copies of your REFRAD order and your DD Form 214 to your unit. If for some reason your mobilization pay did not get stopped by the demobilization station, your unit can forward copies of these documents to finance to stop your active duty pay for mobilization.

It is very important that you monitor your Leave and Earning Statements (LESSs) to verify that your active duty pay has stopped. If you are overpaid, do not spend the money you erroneously received, it will be collected back once the adjustment is processed through Finance.



Chapter 4

1. Travel Pay Is Important

All travel advance requests and travel vouchers for Soldiers mobilized in support of contingency operations (Operations Noble Eagle, Enduring Freedom, Iraqi Freedom, SFOR and KFOR (Bosnia and Kosovo), and other contingency operations as assigned) are processed by Contingency Travel located at the Defense Finance and Accounting Service Center, (DFAS) Indianapolis, Indiana. Untimely or improper payment of travel entitlements due to incomplete or incorrect travel vouchers is one of the biggest problems facing Soldiers during mobilization. Following the instructions that are provided in this chapter will eliminate most of these problems. Additional information can be found at <http://www.asafm.army.mil/fo/fod/fincom/cti/cti.asp>. Following is a list (in order of most common to least common) of the reason a travel voucher is rejected:

a. Missing Orders

Every time you change a duty location you **MUST** have an order sending you to the new location. This is true for temporary duty (TDY) as well as permanent change of duty locations. The orders you will see are:

- 1) Mobilization Order
- 2) TCS Order
- 3) TDY Order
- 4) Release from Active Duty (REFRAD) Order (order separating you from AD and returning you to Army Reserve Troop Program Unit (TPU) Status)

Your mobilization, TCS and/or TDY orders must accompany every travel claim you submit to DFAS while mobilized. When submitting your final voucher after REFRAD, include all orders listed above.

b. Incorrect/Incomplete DD Form 1351-2

- 1) Blank Itinerary
- 2) Incomplete/Partial Itinerary
- 3) Itinerary and Order Do Not Match
- 4) Illegible Voucher

Travel Pay Information



5) Missing Statements of Non-availability (SNA) *If meals and/or lodging are not available, you **MUST** have a Statement of Non-availability for meals and lodging in order to be paid for commercial meals and lodging.. This is true even if you are reporting to a city and not a military installation.*

6) No Reviewer or Traveler Signature

c. Missing DD Form 214 or Order Separating You From AD and Reassigning You to Army Reserve TPU Status

This is for the final travel settlement only.

2. Travel Advances

There are three ways to pay for your expenses up front:

a. Out of Pocket

b. Travel Advance

Travel advances are limited to 100% of lodging and miscellaneous expenses (i.e., rental car) and 80% of meals and incidental expenses (M&IE). To request a travel advance, you should fax or mail a copy of your orders and include a cover sheet with name, address, current EFT, and current phone number to Contingency Travel. Normally, travel advances are processed by Contingency Travel within 72 hours upon receipt and are sent to the same EFT as your travel settlements, which may be your military pay account, or another account you had provided the servicing travel office.

1) Fax Numbers

COM: (317) 510-4351 or (317) 510-3966

DSN: 699-4351 or 699-3966

2) Mailing Address

DFAS-IN/Contingency Operations Travel

Dept. 3900

8899 East 56th Street

Indianapolis, IN 46249-3900

You are encouraged to use a Travel Advance Request Sheet (example at Appendix B). Under contingency operations, government sponsored travel charge cardholders are entitled to travel advances rather than using the travel charge card.



c. Government Travel Card

Due to the complexities of travel requirements and filing travel vouchers, Department of the Army (DA) discourages the use of the travel charge card in support of contingency operations. If you must use the travel charge card in support of contingency operations, you must have your agency program coordinator (APC) activate your card. Additional information on obtaining and using a government travel charge card can be found in Chapter 5.

3. Travel Vouchers

You may be entitled to travel or per diem pay while mobilized. If you perform official government travel on travel orders, you are authorized reimbursement of specific expenses for the period of time you are in a TDY status. You may also be entitled to per diem based on the duty location on your TCS orders. To receive payment in either status, you must submit DD Form 1351-2 (Travel Voucher).

a. Types of Travel Vouchers

There are five basic types of travel vouchers you may file:

- 1) TDY Voucher - This claim is filed based on a specific TDY order covering a period of time of less than 45 days where the Soldier is not filing accrual vouchers. If you are filing monthly accrual vouchers, include your TDY request for reimbursement on the accrual vouchers. TDY vouchers are to be filed within 5 business days of completion of TDY travel.
- 2) Supplemental Travel Voucher - If a paid travel voucher does not include all entitlements, the Soldier must submit a supplemental travel voucher to obtain any remaining money owed. Documents to submit include:
 - a) A DD Form 1351-2 marked **SUPPLEMENTAL**. Provide a full explanation of the item(s) of expense in question on the revised DD1351-2 or on a separate sheet of paper.
 - b) A copy of the advice of payment voucher in question.
 - c) A copy of the initial DD Form 1351-2 and continuation sheets.



d) One copy of the orders and amendments.

e) A copy of all supporting documentation applicable to the claim. If not available, provide a written statement attesting to the accuracy of items claimed for which you do not have a receipt. Statements should reflect, as a minimum, the same information that would have been on the receipt had it been available.

3) Initial Travel Voucher - All mobilized Soldiers will file an initial travel voucher at the mobilization station. This is the first claim filed where a Soldier claims travel entitlements earned to date. If the Soldier is entitled to per diem, he/she will then begin filing accrual vouchers as defined in 4 below.

4) Accrual Voucher - Most mobilized Soldiers that are not mobilized within commuting distance of their home of record (HOR) will file monthly accrual vouchers. This claim is for periods of travel or per diem entitlement of 45 days or longer in duration. Accrual claims are typically filed every 30 days beginning with 30 days after the initial travel voucher. Soldiers who have government quarters and meals provided may opt to file for the incidental portion of their per diem entitlement on a quarterly, semi-annual or annual basis since the amount due the Soldier is nominal. If a Soldier that is filing accrual vouchers for per diem also goes TDY during the month, the TDY entitlement should be claimed on the monthly accrual voucher. The itinerary on the DD Form 1351-2 will include the TDY period. Do not file separate TDY vouchers when you are filing accrual vouchers. Documents that must accompany every accrual vouchers include:

a) Original or one copy of DD Form 1351-2 marked "ACCRUAL".

b) Orders (mobilization, TCS and TDY when applicable).

c) Lodging receipts (if applicable).

d) Rental car receipts (if applicable). Rental car must be authorized in the order.

e) Any receipts for expenses of \$75.00 or more.

f) Statement of non-availability for meals and/or lodging.



5) Final Settlement Voucher - This claim is the final travel settlement paid by the mobilization station when the Soldier is demobilized. Documents that should be attached to support the final settlement voucher include:

- a) All mobilization orders (mobilization & TCS with attachments, endorsements, etc). *Note: Unless specified in the TCS orders, shipment of HHGs are not authorized.*
- b) All TDY orders (i.e. 1610s, Format 400 orders).
- c) Demobilization orders (REFRAD or DD214).
- d) All previous accruals/advances received from overseas finance offices (non-submission of previous payment data will result in delays of payment).
- e) Receipts for all lodging, regardless of amount.
- f) All receipts for expenses incurred for \$75.00 and over.
- g) All DA Form 31 leave forms.
- h) Statement of non-availability/control number for commercial quarters (i.e. hotel) (if applicable) and meals.
- i) Claims for postage reimbursement (if applicable) must be authorized in the order and the receipt must be attached to the travel voucher. All postage claims for items mailed on TCS orders must have an authorization/memorandum from local transportation office.
- j) Rental car reimbursement (if applicable) must be authorized in the orders and a copy of the paid rental receipt and contract must be attached to the voucher.
- k) Proportional or commercial meals (if applicable) must have an endorsement to TCS orders from the gaining command overseas or the assigned CONUS installation. Memorandums are NOT acceptable for reimbursement of meals unless approved by the I installation commander.

Note: Unless specifically authorized on the order, a mobilized Army Reserve Soldier IS NOT authorized shipment or storage of HHGs.



4. Mandatory Split Disbursement

Travel charge cardholders that use their travel card in support of official government travel must pay the travel card contract bank by selecting “Split Disbursement” in Block 1 on the DD Form 1351-2. The traveler must indicate how much of the travel settlement is to be paid to the travel card (keep track of charge card receipts when traveling). The traveler must also mark EFT in Block 1 to ensure the remaining balance is deposited in a bank account. The Soldier must have a direct deposit (EFT) relationship with a financial institution in order to select split disbursement.

Example: Traveler is due \$725 in official travel reimbursement and elects to send the government charge card a split disbursement to pay the \$600 charged on the DOD traveler’s government charge card for hotels, meals, and rental car expense. In the travel voucher mark both “Electronic Fund Transfer (EFT)” and “Split Disbursement: Amount to Government Travel Charge Card **\$600.**” The remaining \$125 reimbursement is sent via EFT to either your pay account or to the account indicated on the attached SF1199 Direct Deposit Form or on the voided check.

5. Travel Voucher Submission

Mail the travel voucher with supporting documentation to the address provided below. Soldiers deployed OCONUS should fax one copy of their completed travel packet to the fax number below.

a. Mailing Address

DFAS-IN/Contingency Operations Travel
Dept. 3900
8899 East 56th Street
Indianapolis, IN 46249-3900

b. Fax Numbers

COM: (317) 510-4351 or (317) 510-3966
DSN: 699-4351 or 699-3966

Questions concerning entitlements and voucher completion can be directed to the Operation Joint Forge/Contingency Operations Travel Division at 1-888 DFAS-DNO (1-888-332-7366) (follow prompts) or DSN 699-0300.



Chapter 5

1. Travel Charge Card Application

In order to apply for a government travel charge card, you complete the following and forward all required documents to the responsible APC. This is normally the Active Component APC for the higher headquarters your unit is assigned to while mobilized.

a. Statement of Understanding - The applicant must read and sign the Statement of Understanding and submit it with the bank credit card application.

b. Cardholder Agreement - The bank cardholder agreement must be completed.

2. Using the Government Travel Charge Card

a. While *Headquarters, Department of the Army* (HQDA) discourages the use of travel charge cards in support of contingency operations, you may have to use the card to pay travel expenses in support of official government travel. All charges made to the travel charge card should be paid in-full using split disbursement on the travel voucher. To ensure proper use of the card and timely payments of amounts owed the contract bank, ensure you observe the following rules:

- 1) Safeguard your card and do not store your PIN number with the card.
- 2) Know who your unit *Army Point of Contact (POC)* or *Army Account Program Coordinator (APC)* is for the card.
- 3) Seek assistance early for problems and/or questions.
- 4) File your travel claim in a timely manner.
- 5) Pay the entire amount owed the bank, using the split disbursement option on your DD Form 1351-2 **(Mandatory)**.

b. Things You Are Not Authorized to Charge to the Travel Charge Card

The card is only to be used for official government travel related reimbursable expenses. The travel charge card **IS NOT** a business expense card, so do not try to use it as one. All charges placed on your card are monitored to ensure compliance. The following are examples of items that you **CANNOT** purchase using the travel charge card:

Government Travel Charge Card



- 1) Never use the card to pay for another individual's travel expenses.
- 2) Do not exceed the amount you will be reimbursed. Keep track of all charges.
- 3) Uniform items.
- 4) Prescriptions
- 5) School supplies.
- 6) Distance learning fees.
- 7) Personal automobile repairs (even when POV is authorized).
- 8) Membership dues.
- 9) Purchases at drinking establishments.
- 10) Stereos

c. Authorized charges on your Government Travel Card are:

- 1) Lodging
- 2) Rental car.
- 3) Meals
- 4) Parking
- 5) Gasoline
- 6) ATM advances.
- 7) Other miscellaneous travel expenses directly related to travel in performance of the TDY mission and authorized for reimbursement.

Government Travel Charge Card



3. Protecting Yourself Against Credit Card Fraud

Criminal elements have produced very deceptive means to obtain your government and personal credit card information. Protect yourself from fraud. **NEVER** give your credit card information to anyone that contacts you. The credit card bank knows what your credit card information is and would not be contacting you to obtain the information. Some examples of credit card fraud include:

- a. Someone calls saying that your account has had several charges on it that appear to have been made by someone other than you, and they need your account number to verify that information. Again, the bank knows your account and personal information.
- b. You are sent an email stating that, for security reasons, the bank is closing your account and opening a new, more secure account and they want you to log on to a web site to verify your account information. The web site looks official, and the questions you will answer will give the thief all the information needed to steal your account and use it.

If you are contacted by phone, letter, fax or email, by someone claiming to work for the credit card bank, and they are asking for personal information (they may have the account number and all they need is your address) or account information, don't give it to them. Take down whatever information you can get (name, phone number, department, and location) and call the 1-800 number on the back of your travel charge card. Customer Service can confirm whether or not the individual or company that contacted you is affiliated with the bank.

4. Paying the Travel Charge Card Bill

Failure to pay your bill, causing the account to become delinquent, may result in Credit Bureau notification and disciplinary action by your chain of command. Use split disbursement to pay the bill in full each time you travel and file a travel voucher. If you charge more than authorized on the travel reimbursement, first realize that you spent more than you should have while on travel. Secondly, you must pay any remaining balance out of your personal funds by the payment due date on the statement.

The bottom line is - *use the card for authorized charges only and pay the bill on time!*

Be Ready, Be Proud



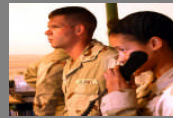
Paying you in a timely and efficient manner requires coordinated actions among several offices. All Soldiers have a basic responsibility to do everything they can to ensure that their pay is correct. As an Army Reserve Soldier, remember to:

Be prepared
Prepare your family
Maintain your military bearing

Your job as a Citizen Soldier is very important. Our country is grateful to you and your family for the hardships and sacrifices you endure while mobilized. As Finance Soldiers, we pledge to provide you with timely, efficient, pay services and superb customer service.

Go Army Reserve!

Appendix A



The DFAS web site for the LES is:

[http://www.dod.mil/dfas/militarypay/newinformation/Reserve Guard LES Guide.pdf](http://www.dod.mil/dfas/militarypay/newinformation/Reserve_Guard_LES_Guide.pdf)

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																				
ID	NAME (LAST, FIRST, MI)				SOC. SEC. NO.		GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED							
	1				2		3	4	5	6	7	8	9							
ENTITLEMENTS				DEDUCTIONS				ALLOTMENTS				SUMMARY								
TYPE		AMOUNT		TYPE		AMOUNT		TYPE		AMOUNT		+ AMT FWD		13						
A B C D E F G H I J K L M N O	10				11				12				- TOT ENT		14					
													- TOT DED		15					
													- TOT ALMT		16					
													= NET AMT		17					
													- CR FWD		18					
													= EOM PAY		19					
													DIEMS		RET PLAN					
TOTAL		20		21		22		23		24										
LEAVE		BF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE/LOSE	FED TAXES		WAGE PERIOD	WAGE YTD	M/S	EX	ADD'L TAX	TAX YTD			
		25	26	27	28	29	30	31	32	33		34	35	36	37	38				
FICA TAXES		WAGE PERIOD		SOC WAGE YTD		SOC TAX YTD		MED WAGE YTD		MED TAX YTD		STATE TAXES		ST	WAGE PERIOD	WAGE YTD	M/S	EX	TAX YTD	
		39		40		41		42		43		44		45	46	47	48	49		
PAY DATA		BAQ TYPE		BAQ DEPN		VHA ZIP		RENT AMT		SHARE		STAT		JFTR	DEPN	2D JFTR	BAS TYPE	CHARITY YTD	TPC	PACIDN
		50		51		52		53		54		55		56	57	58	59	60	61	62
Thrift Savings Plan (TSP)		BASE PAY RATE		BASE PAY CURRENT		SPEC PAY RATE		SPEC PAY CURRENT		INC PAY RATE		INC PAY CURRENT		BONUS PAY RATE		BONUS PAY CURRENT				
		63		64		65		66		67		68		69		70				
		CURRENTLY NOT USED		TSP YTD DEDUCTIONS		DEFERRED		EXEMPT		CURRENTLY NOT USED										
		71		72		73		74		75										
REMARKS		YTD ENTITLE				YTD DEDUCT														
76		77				78														

www.dfas.mil

Appendix A



LES Explanation of Terms

<u>Field</u>	<u>Title</u>	<u>Explanation</u>
1	NAME	Your Name
2	SOC.SEC.NO.	Your Social Security Number
3	GRADE	Current pay grade
4	PAY DATE	Date entered service
5	YRS SVC.	Years of credible service for pay
6	ETS	Expiration Term of Service (ETS)
7	BRANCH	Branch of Service
8	ADSN/DSSN	Your servicing finance office
9	PERIOD COVERED	Period you were paid for
10	ENTITLEMENTS	List of pay entitlements paid
11	DEDUCTIONS	List of deductions from your pay
12	ALLOTMENTS	Army Reserve Soldiers cannot have allotments deducted from pay
13	AMT FWD	The amount of all unpaid pay and allowances due from prior LES
14	TOT ENT	The figure from field 20 that is the total of all entitlements
15	TOT DED	The figure from field 21 that is the total of all deductions
16	TOT ALMT	Army Reserve Soldiers cannot have allotments deducted from pay
17	NET AMT	The dollar total of all unpaid pay and allowances minus deductions
18	CR FWD	Unpaid pay and allowances due to reflect on next LES as AMT FWD
19	EOM PAY	The amount paid on that specific payday
20	TOTAL	Column totals for entitlements
21	TOTAL	Column totals for deductions
22	TOTAL	Column totals for allotments
23	DIEMS	Not used for Army Reserve
24	RET PLAN	Not used for Army Reserve
25	BF BAL	Leave balance carried forward from prior fiscal year
26	ERND	Leave earned during the current fiscal year
27	USED	Leave used during the current fiscal year

Appendix A



<u>Field</u>	<u>Title</u>	<u>Explanation</u>
28	CR BAL	Leave balance as of the end of the current LES period
29	ETS BAL	The projected leave balance at ETS (if no leave used)
30	LV LOST	The number of days leave lost
31	LV PAID	The number of days leave paid for during career
32	USE/LOSE	The projected number of days you will accrue during the current tour
33	WAGE PERIOD	The amount of money earned this LES subject to federal taxes
34	WAGE YTD	The amount of money earned year to date subject to federal taxes
35	M/S	The marital status claimed for federal tax purposes
36	EX	The number of exemptions used to compute federal taxes
37	ADD'L TAX	The amount of additional taxes withheld per Soldier instructions
38	TAX YTD	The cumulative total of federal tax withheld throughout the calendar year
39	WAGE PERIOD	The amount of money earned this LES subject to FICA
40	SOC WAGE YTD	The wages earned year to date that are subject to FICA
41	SOC TAX YTD	Cumulative total of FICA withheld throughout the calendar year
42	MED WAGE YTD	The wages earned year to date that are subject to Medicare
43	MED TAX YTD	Cumulative total of Medicare taxes paid to date
44	ST	State that Soldier claims for state taxes
45	WAGE PERIOD	The amount of money earned this LES subject to state tax
46	WAGE YTD	The money earned year to date subject to state tax
47	M/S	The marital status claimed for state tax purposes

Appendix A



<u>Field</u>	<u>Title</u>	<u>Explanation</u>
48	EX	The number of exemptions used to compute state taxes
49	TAX YTD	The cumulative total of state taxes withheld during the calendar year
50	BAQ TYPE	The type of BAH received W/O DEP- Member without Dependents W DEP- Member with Dependents WDAGQT- Member with dependents assigned government quarters
51	BAQ DEPN	Type of Dependent claimed for BAH purposes
52	VHA ZIP	The zip code used to compute VHA
53	RENT AMT	Not used
54	SHARE	Not used
55	STAT	Not used
56	JFTR	Location code which Cost of Living is paid
57	DEPNS	Not used
58	2D JFTR	Not used
59	BAS TYPE	The type of rations paid STAND- Separate Rations OFFIC- Officer Rations
60	CHARITY YTD	Not used
61	TPC	Type of duty Pay Group
62	PACIDN	Unit identification
63	BASE PAY RATE	The percentage of base pay elected for TSP contribution
64	BASE PAY CURRENT	The amount of base pay withheld for TSP from current pay entitlements
65	SPECIAL PAY RATE	The percentage of Special Pay elected for TSP contribution
66	SPECIAL PAY CURRENT	The amount of Special Pay withheld for TSP contribution
67	INCENTIVE PAY RATE	Percentage of Incentive Pay withheld for TSP from current pay entitlements

Appendix A



<u>Field</u>	<u>Title</u>	<u>Explanation</u>
68	INCENTIVE PAY CURRENT	The amount of Incentive Pay withheld for TSP from current pay entitlements
69	BONUS PAY RATE	The percentage of Bonus Pay elected towards TSP contribution
70	BONUS PAY CURRENT	The amount of Bonus Pay withheld for TSP from current pay entitlements
71	Reserved for future use	
72	TSP YTD DEDUCTION	Dollar amount of TSP contributions deducted for the year
73	DEFERRED	Dollar amount of pay elected to be deferred during the tax year
74	EXEMPT	Dollar amount of TSP contributions that are reported as tax exempt to IRS
75	Reserved for future use	
76	REMARKS	Notices of starts, stops, and changes to pay items
77	YTD ENTITLE	The cumulative total of all entitlements for the calendar year
78	YTD DEDUCT	The cumulative total of all deductions for the calendar year

(Note: In the remarks of the Leave and Earning Statement (LES) it will show payment of mobilization pay as pay for Active Duty (AD) for Training. The Soldier's mobilization order and DD Form 214 serves as substantiating documents for VA benefits for deployment and payment of active duty pay under Title 10).

Appendix B



Request for TDY Travel Advance

Use the form at <https://dfas4dod.dfas.mil/centers/dfasin/travpay/advance.pdf> to request a travel advance from DFAS. See chapter 4 for the DFAS mailing address and fax number.

3

TDY TRAVEL ADVANCE CHECKLIST

Instructions: Please complete all personal data and mark the appropriate blocks. Before an advance can be paid, your orders must read: Travel advance is authorized and traveler does not have a government charge card. If this statement is not in the orders, you must attach a signed statement from the order approving official that the traveler does not have a Government sponsored charge card. (DFAS-IN Regulation 37-1, paragraph 100602). Submit this request, one copy of your orders, any amendments, and the signed memo (if applicable) to your servicing DFAS Travel Office. If you are traveling on *Invitational Travel Orders*, you are authorized a travel advance. The amount of the advance must be *approved* by the orders approving official and included on the invitational order. The advance will be limited to the authorized amount. LAW DOD FMR Vol. 9, Chapter 5 par 0504, personnel who are not eligible for a government travel card may obtain travel advances only via EFT.

PLEASE PRINT

NAME: _____ GRADE/RANK: _____ SSN# _____
DAYTIME NUMBER (____) _____ FAX NUMBER _____ E-MAIL _____
MAILING ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____
SUPERVISOR/UA'S NAME _____ PHONE NUMBER (____) _____

1. Are you going TDY to a Lodging Success Program (LSP) area? If so, did you call the LSP number 1-800-GOARMY1? If a room was not available, enter your LSP non-availability control number # _____. NOTE: for Army personnel only.
2. If TDY is not to a LSP location, contact your servicing commercial travel office (CTO) for lodging arrangements.
3. What will you be paying for lodging per night (not including taxes)? \$ _____. How many nights will you require lodging? _____. Will you have multiple TDY points? If yes, how many nights will you stay at each area? List the TDY points and the nightly cost of lodging at each TDY point: _____
4. Are you going TDY to a military installation? If yes and a room is not available through the billeting office, enter your non-availability control number _____.
5. Will meals be provided for you at no cost? YES _____ NO _____. Will you be required to pay the surcharge rate for meals at a government dining facility? YES _____ NO _____.
6. Is a rental car authorized on your orders? YES _____ NO _____. DAILY RATE: \$ _____. You are required to make the arrangements through a government travel office (CTO).
7. Will you be driving your privately owned vehicle (POV) to the TDY point? YES _____ NO _____. If yes, you may be limited to the cost of round-trip airfare with constructed cab fare unless the orders authorize "POV as more advantageous".
8. Will you be required to pay for a registration/conference fee? If so, how much? \$ _____. Will any meals be included in the cost of the registration/conference fee? If yes, how many? _____.
9. Will you be taking leave before, during or after your TDY? If yes, what dates will you be on leave? _____.

ADDITIONAL COMMENTS:

DIRECT DEPOSIT IS THE MANDATORY METHOD OF PAYMENT FOR ADVANCES

EFT INFORMATION: (print clearly)

ENTER YOUR 9 DIGIT BANK ROUTING NUMBER _____
ENTER YOUR CHECKING OR SAVINGS ACCOUNT NUMBER _____
SELECT ONE: _____ SAVINGS ACCOUNT _____ CHECKING ACCOUNT

SIGNATURE AND DATE OF REQUEST

PRIVACY ACT STATEMENT: AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397. PRINCIPAL PURPOSE(S): Used for reviewing, and determining the amount of an authorized travel advance. SSN is used to maintain a numerical identification system for individual requests. ROUTINE USE: To substantiate a request for advance payment for official travel. DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.

September 20, 2001

Appendix C



Completing a Travel Voucher

Block Instructions for DD Form 1351-2

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.	
1. PAYMENT		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.			
<input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$			
2. NAME (Last, First, Middle Initial) (Print or type)		3. GRADE	4. SSN		5. TYPE OF PAYMENT (X as applicable)
					<input type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s)
6. ADDRESS a. NUMBER AND STREET		b. CITY	c. STATE	d. ZIP CODE	<input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA
e. E MAIL ADDRESS		10. FOR D.O. USE ONLY			
7. DAYTIME TELEPHONE NUMBER & AREA CODE		8. TRAVEL ORDER AUTHORIZATION NUMBER	9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES		a. D.O. VOUCHER NUMBER
11. ORGANIZATION AND STATION					b. SUBVOUCHER NUMBER
12. DEPENDENT(S) (X and complete as applicable)		13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		c. PAID BY	
<input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED					
a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE			

1. PAYMENT. Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your pre-designated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your pre-designated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded fewer dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. You must have EFT to use split disbursement.

2. NAME. Last Name, First Name, MI

3. GRADE. Your current pay grade

4. SSN. Your Social Security Number

5. TYPE OF PAYMENT. Annotate "TDY"



6. ADDRESS. Your Advice of Payment (AOP) will be mailed to this address. AOP can also be viewed and printed on the myPay website

(<https://myPay.dfas.mil/myPay.asp>)

Additionally, this is where your voucher will be returned if there is a problem with making payment.

7. DAYTIME TELEPHONE NUMBER

8. TRAVEL ORDER NUMBER. Annotate the original Mobilization Order Number (usually found at the top of the order). Be sure to attach a copy of ALL orders received during mobilization.

9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES. If you have received an advance on any part of the official travel that you are preparing this voucher for, annotate the dollar amount and date. Be sure to attach a copy of the AOP you received for the advance.

10. FOR D.O. USE ONLY. These blocks are used by Finance personnel only.

11. ORGANIZATION AND STATION. Annotate your unit and its location.

12. DEPENDENTS. Annotate “unaccompanied”. Dependents are not authorized to accompany Soldiers during mobilization.

13. DEPENDENTS ADDRESS ON RECEIPT OF ORDERS. Address of where your dependents lived when you received your mobilization orders.

14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? Annotate “No”.

15. ITINERARY.

Column A.

DATE - Annotate the four-digit year on the top block. On the blocks beneath it in column a, annotate the MO/DAY of each event.

Column B.

PLACE - This is the location of the event. DEP is the line you annotate the location of your departure on. ARR is the line you annotate the location of your arrival.

Appendix C



Column C.

MEANS/MODE OF TRAVEL - This is a two-letter code that indicates the mode of travel used for each specific leg of the travel:

First letter:

- G - Government Transportation (No expense)
- C - Commercial Transportation (Personal Expense)
- P - Privately Owned Conveyance
- T - Government Transportation Request (GTR)

Second letter:

- A - Automobile
- M - Motorcycle
- B - Bus
- P - Plane
- R - Rail
- V - Vessel

For example - If you drove your own car, the code would be PA.

Column D.

REASON FOR STOP. This is a two-letter code indicating why you stopped at each location:

- AD - Authorized Delay
- AR - Authorized Return
- AT - Awaiting Transportation
- HA - Hospital Admittance
- HD - Hospital Discharge
- LV - Leave En Route
- TD - Temporary Duty (TDY)
- VR - Voluntary Return
- MC - Mission Complete

Column E.

LODGING COST. Annotate the cost of lodging at each location, minus taxes (taxes will be claimed in block 18).

Column F.

POC MILES. The amount of miles from each point to the next point, if Means/Mode of Travel was PA.

Appendix C



Example of a completed Itinerary:

15. ITINERARY			c.	d.	e.	f.
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		MEANS/ MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES
05/24	DEP	Gosport, IN	PA			
5/24	ARR	Fort Belvoir, VA		TD	225.00	600
5/26	DEP		PA			
5/26	ARR	Gosport, IN		MC		600
	DEP					

In the example above, the Soldier left his home in Gosport, Indiana on 24 May 2004. He drove his private auto 600 miles to Fort Belvoir, VA, arriving on the same day. While at Fort Belvoir, his cost of lodging (minus taxes), was \$225.00. The Soldier left Fort Belvoir on 26 May 2004 in his private auto and drove 600 miles back to his home in Gosport.

16. POC TRAVEL. If you drove or traveled in a private auto, annotate whether you were the owner/operator or a passenger. POV is reimbursed per mile not to exceed the constructive commercial cost (airline ticket) of the travel

17. DURATION OF TRAVEL. Annotate the block that accurately describes the period of your TDY.

18. REIMBURSABLE EXPENSES. This is where you annotate miscellaneous expenses incurred during this period of TDY. Examples of some reimbursable expenses are rental car, taxes on lodging, ATM fees (government credit card only), tolls, and laundry expense (\$2.00 daily-CONUS only on duty over 7 days).

19. GOVERNMENT DEDUCTIBLE MEALS. If you are in a TDY status, you cannot receive per diem and be provided a meal by the government. If you do receive a free meal, annotate the total number of meals in this block.

20. CLAIMANT SIGNATURE.

a. Sign this block

b. Date

c. Supervisor Signature. This is somebody in your chain of command with knowledge of the TDY trip.

Blocks 21-28 are not required.



References

Official guidance on Travel Pay and Allowances can be found in the Joint Federal Travel Regulation (JFTR), Volume 1. You can find this regulation on the web:

<https://secureapp2.hqda.pentagon.mil/perdiem>

Additional information can be found on the Contingency Travel web site:

<http://www.asafm.army.mil/fo/fod/fincom/cti/cti.asp>

Appendix D



Finance Points of Contact

Unit Pay Administrator:

(Name)	(Unit)	(Phone Number)
--------	--------	----------------

Regional Readiness Command or Direct Reporting Command Supervisory Pay Administrator

(Name)	(Unit)	(Phone Number)
--------	--------	----------------

Mobilization Finance:

(Name)	(Station)	(Phone Number)
--------	-----------	----------------

Deployment Theater of Operations Finance Office

If you are unable to have your pay issues resolved by the Finance Points of Contact listed above, contact the U.S. Army Reserve Pay Center for assistance:

E-mail: usarcpayinquiry@usar.army.mil
Commercial Telephone: (608) 388-6466/5699/5618/5615
DSN Prefix 280

(Note: Travel Issues should be addressed to Travel Operations—Indianapolis at 1 (800) 359-8483 ext. 8273 or (404) 464-8273)



Web Sites with Useful Mobilization Information

The following web sites contain useful mobilization information:

Armed Forces' Tax Guide Publication

<http://www.irs.gov/pub/irs-pdf/p3.pdf>

Army Community Service:

<http://www.armycommunityservice.org/home.asp>

Army Emergency Relief (AER)

<http://www.aerhq.org/>

Army G1:

<http://www.armyg1.army.mil/default.asp>

Army Knowledge Online (AKO) Account

https://www.us.army.mil/portal/portal_home.jhtml

Army Reserve

<http://www.armyreserve.army.mil/arweb/>

Army Reserve Family Readiness Services:

<http://www.arfp.org/skins/ARFP/home.aspx?AllowSSL=true>

Basic Allowance for Housing (BAH) Rates

<https://secureapp2.hqda.pentagon.mil/perdiem/>

Contingency Travel Pay:

<http://www.asafm.army.mil/fo/fod/fincom/cti/cti.asp>

Current and Past Pay Scales

<http://www.dod.mil/dfas/militarypay/2006militarypaytables.html>

DFAS:

<http://www.dod.mil/dfas/index.html>

DOD Mobilization Guide:

<http://deploymentlink.osd.mil>

Appendix E



DODFMRs

<http://www.dod.mil/comptroller/fmr/>

Employer Support for the Guard and Reserve:

<http://www.esgr.org/>

myPay:

<https://myPay.dfas.mil/myPay.aspx>

Pay and Benefits Section:

<http://www.defenselink.mil/ra/mobil/pdf/benefits.pdf>

Per Diem Committee (JFTR):

<https://secureapp2.hqda.pentagon.mil/perdiem/>

Red Cross:

<http://www.redcross.org/>

Thrift Savings Plan:

www.tsp.gov

Tricare:

<http://www.tricare.osd.mil/>

Understanding Your LES

[http://www.dod.mil/dfas/militarypay/newinformation/Reserve Guard LES Guide.pdf](http://www.dod.mil/dfas/militarypay/newinformation/Reserve_Guard_LES_Guide.pdf)

U.S. Army

<http://www.army.mil>



Finance Guide For Mobilizing Soldiers

Developed to help Soldiers resolve pay issues related to mobilization

- *Responsibilities*
- *Military Pay Information*
- *Travel Pay Information*
- *Government travel card*
- *Mobilization / demobilization process*
- *Leave and Earnings Statement*
- *TDY Travel advance*
- *Completing a travel voucher*
- *Pay entitlements references*

It's no longer the Army Reserve, it's the Army."

- Lieutenant General Jack C. Stultz, Chief, Army Reserve

WORD FROM THE TOP



I am immensely proud of the performance of Army Reserve Soldiers in prosecuting the Long War. Since America and its coalition partners liberated the peoples of Afghanistan and Iraq from tyrannical rule, nearly 160,000 Army Reserve Soldiers have answered our Nation's Call to Duty. Such a figure reflects the operational nature of the Army Reserve, as well as the patriotic spirit which flourishes in the ranks of our Warrior-Citizens.

Telephone Numbers: COM (608) 388-5618/5615/6466/5699
DSN Prefix 280. Toll Free In the U.S. Only 1-877-462-7782
FAX: COM (608) 388-7436
E-mail: usarcpayinquiry@usar.army.mil

